

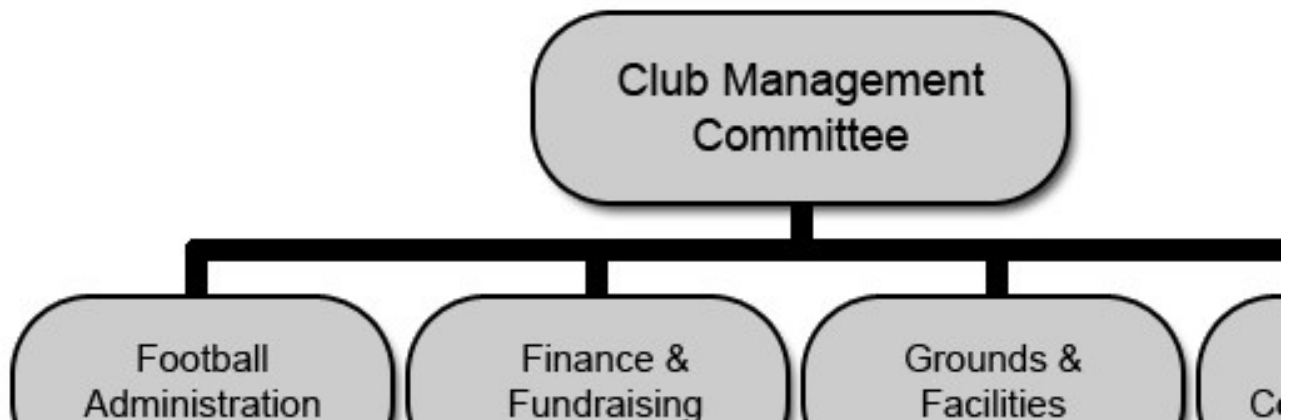
# ***Blarney United Football Club***

## ***CLUB RULES & STRUCTURE***

### **BLARNEY UNITED F.C.**

#### **CLUB STRUCTURE**

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#### **Blarney United Football Club Management Committee**

Elected at the A.G.M. The Management committee shall be responsible for the affairs of the whole club and should work closely with all sections of the club which include:

- *Football Administration*
- *Finance & Fundraising*
- *Grounds & Facilities*
- *Marketing & Communications*

The Management committee will have meetings once a month with each of these sections. The management Committee is also responsible for the future development of the club and has a responsibility to ensure that decisions taken at committee level are within the rules of the club and that such decisions are carried out.

#### **Football Administration Team**

This committee is elected within one month of the A.G.M., and is to consist of Club officers, Leagues delegates, and Insurance Officer, Awards Co-coordinator, Team Managers & Coaches, Underage Organisers, Players Committee Representative and Committee members.

The Football Administration Team is responsible for the affairs of all teams including senior, junior, girls and boys under 19, 18, 17, 16, 15, 14, 13, 12, 11, and underage to include but not limited to:

- Recruitment, training, coaching, affiliation and registration of all players and teams;
- Purchase of gear to be done by person appointed by main committee
- Appointment of team managers for all teams overseen by Club Chairman and schoolboy Chairman for adult and schoolboy teams

The Committee is to finance all costs relating to the Football Section. These include but not limited to:

- Insurance of playing Members, Managers, and Committee Members;
- Transport;
- Referees;
- Laundry;
- Team Kit and equipment including footballs first aid etc;
- Players functions and events;
- Trophies, Plaques, and Presentations;
- Contribution to upkeep of grounds.

All Team managers are to attend meetings once a month or when requested to give a report on the performance on the happenings of his/her team.

#### **Finance & Fundraising Team**

This committee is elected within one month of the A.G.M. and is to consist of Finance chairman, Club officers and committee members. The finance and fundraising section is responsible for the management of all club funds including club, all weather facility, ground adverts, vending machines, sponsorship, Flag Day, collections, draws, ground development, repairs, maintenance, projects and fundraising events that are deemed necessary.

The annual accounts to be presented to members at the A.G.M, and audited by a firm of auditors or accountants.

#### **Grounds & Facilities Team**

This committee is elected within one month of the A.G.M., and is to consist of club officers, all weather caretaker, grounds man, Fas scheme coordinator, safety officer, projects manager and committee members.

The Grounds and Facilities section is responsible for the management, upkeep and maintenance of the clubhouse, all-weather facility, playing pitches, car park, entrance, boundary area and any future development projects. The committee must regulate the use of the playing pitches and may let the grounds at their discretion for fixtures and training. Sub-Committees' may be appointed for projects.

All proposed expenses shall be submitted to the finance section.

#### **Marketing & Communications Team**

The Marketing and Communications team is to be elected within one month of the A.G.M., and is to consist of club officers and committee members.

The Committee is responsible for:

- Public Relations;
- Club Magazine;
- Club Website;

- Press Release;
- Match Reports;
- Match & Fixtures Posters;
- Club Events;

The committee is to work closely with other sections of the club, local press, league reporter and photographers in promoting Blarney United Football Club.

All proposed expenses shall be submitted to the finance section.

## **CLUB RULES**

**1.** The name of the club shall be Blarney United Football Club.

### **2. COLOURS**

The colours of the club shall White and Blue with a change strip of Yellow & Blue.

### **3. AIMS**

3.1 Provide opportunities for young people of the community to become involved in association football.

3.2 To have all teams in the club playing at the highest grades available to them, with special emphasis placed on coaching and discipline.

3.3 To promote and encourage social and athletic activity and fair play among its members with special emphasis on youth.

3.4 To provide for its members a good playing surface, facilities and an organization catering for their needs in these respects.

3.5 It is the stated policy of Blarney United Football Club not to discriminate against any person/s or group on any grounds whatever, especially regarding their colour, age, sex, gender, disability. Discriminatory action/behavior of any kind is dealt with by rule 9.4. under Management Committee.

### **4. MEMBERSHIP**

4.1 Membership fees to be decided at the A.G.M.

4.2 No player can play, train or be registered with Blarney United F.C. unless their current membership fees are paid

- 4.3 All membership must be registered with the membership officer of the club
- 4.4 All membership fees including adult's, schoolboys / girls, and underage to be given to the club Treasurer for lodgment to the club bank account.
- 4.5 Membership season 1st July each year to the 30<sup>th</sup> of June of the following year.
- 4.6 A member must be over 17 years of age to have a vote at an A.G.M. or E.G.M. 17 Years on or before the date of the meeting.
- 4.7 Management committee of Blarney United F.C. has the right to refuse or terminate membership
- 4.8 The Club Secretary to keep a record of all members.
- 4.9 Temporary Membership of up to two months to be provided for new players and guest players.
- 4.10 The committee shall have the power to elect to honorary membership such period as they deem fit persons considered to have rendered exceptional service or assistance to the club. The reasons for such an election to be inserted in the minutes

## **5. ANNUAL GENERAL MEETING**

- 5.1 The annual general meeting of the members of the club shall be held in May or June each year on a date to be fixed by the management committee.
- 5.2 Club officers and management committee members as outlined in rule 7 shall be elected at the A.G.M.
- 5.3 The agenda shall be distributed to all members at least 7 days prior to the A.G.M.
- 5.4 The date for receipt by the secretary of motions shall be not less than 21 days prior to the date of the A.G.M.
- 5.5 The notice of intention to hold the A.G.M. shall be communicated within the club at least one month before the closing date for receipt of motions.
- 5.6 Each member 17 years or older present at the annual general meeting shall have one vote. In the event of a tie the chairman of the meeting has a casting vote.
- 5.7 Any item for decision at the annual general meeting shall be determined by a majority vote of the members present and voting at the meeting except for those items listed at 5.8 which require a two-thirds majority.
- 5.8 Changes to club rules, authorisation of sale or purchase of assets in accordance with rule 8.10 and 8.11 and authorisation of loan or bank overdraft in accordance with rule 8.6 require a two thirds majority of the members present and voting at the meeting.
- 5.9 The quorum of any general meeting shall be 10 members.
- 5.10 The club auditors for the coming year shall be elected at the A.G.M. In the event that the Club is not required to have an audit then the Club shall appoint a suitably qualified firm to assist with the preparation and filing of statutory financial statements and related filings to statutory bodies.

5.11 Notwithstanding 5.10, the Club shall carry out an audit of its financial statements at least once in every 3 financial years.

5.12 The club president or failing him/her a club vice president or failing him/her the club secretary or failing him/her a member present at the meeting is to chair the meeting for the election of chairman. The incoming chairman to chair the meeting for the election of all other positions.

5.13 Decide membership fees in accordance with the rule 4.1

5.14 Election of club president and club vice-presidents.

## **6. EXTRAORDINARY GENERAL MEETING**

6.1 The club secretary shall on a resolution of the management committee summon extraordinary general meeting of the club members.

6.2 The club secretary shall on receiving a request for an extraordinary general meeting signed by 20% of the members over 17 years at the time summon an extraordinary general meeting to be held within 21 days of receiving such request. The request for the extraordinary general meeting must also give in writing the motion that is to be placed before the members at the meeting.

6.3 At least 7 days notice of an extraordinary general meeting to be given to all members

6.4 Each member 17 years or older present at an extraordinary general meeting shall have one vote. In the event of a tie the chairman of the meeting has a casting vote.

6.5 Any item for decision at an extraordinary general meeting shall require a two thirds majority vote

6.6 The club chairman or failing him/her the club vice chairman or failing him/her the club president or failing him/her a club vice president or failing him/her the club secretary or failing him/her a member present at the meeting is to chair an extraordinary general meeting.

## **7. ELECTION OF CLUB OFFICERS AND COMMITTEES**

7.1 all club officers to be elected at A.G.M.

Club Chairman  
Club Vice Chairman  
Club Secretary  
Club Assistant Secretary  
Club Treasurer  
Club Assistant Treasurer  
Club PRO  
Assistant Club PRO  
Club Membership Officer  
Club Assistant Membership Officer

7.2 Nominations in writing for the above positions to be with the club secretary at least 14 days, prior to the date of the A.G.M. Each nomination must be proposed and seconded by a fully paid up member and the member nominated for such position must indicate a willingness to accept the position if elected. If there are no nominations received for a position in accordance with the above,

then nominations will be accepted at the A.G.M. prior to the election. All candidates must be 17 years or over at the date of the A.G.M.

7.3 The management committee can fill any club officer vacancies that may arise between A.G.M.'s.

7.4 Management committee members to be elected at the A.G.M. and can also be co-opted by the management committee.

## **8. CLUB FUNDS**

8.1 All bank accounts shall be in the name of Blarney United Football Club plus the relevant club section.

8.2 All monies received by the club must be lodged in the correct relevant bank account.

8.3 Any misappropriation or alleged misappropriation of funds shall be reported to the chairman and executive in the first instance who in turn shall call a meeting of the directors to establish the appropriate steps to deal with the matter (including but not limited to any legal steps as may be required or appropriate in the circumstances). The executive or the directors (or any one of the directors) may request written details of any alleged misappropriation.

8.4 The Club will operate a single bank account for ease of administration and management of funds. Any additional bank account of any kind to be established in the Club's name can only be done with the prior consent from the board of directors.

8.5 Management committee to authorize cheque signatories on behalf of the club.

8.6 Management committee may authorize the officers of the club to negotiate any bank loan or overdraft for Blarney United F.C. Each loan or overdraft in excess of €20,000 must have the approval of the members at an A.G.M. or E.G.M.

8.7 Four times each year the treasurer to give to the management committee the bank balance (after deducting uncashed cheques) and amounts owing.  
Four Dates: 31st August, 31st October, 31st January, 30th April.

8.8 The treasurer to ensure that a detailed record and analysis is kept of all monies received and payments made.

8.9 Each year the Income and Expenditure account and Balance Sheet are presented to the members at the A.G.M. by the club Treasurer or by a person nominated by the management committee.

8.10 Best purchasing practices and value for money must be sought on all items and purchased. Any club officer or committee person with an interest financial or otherwise relevant to supplies of goods or services to Blarney United F.C. must declare such interest to the management committee of Blarney United F.C. Any purchase of goods or services in excess of €500 and any event/project which is not self financing must have the approval of the management committee. Any purchase in excess of 20,000 must have the approval of members at an A.G.M. or E.G.M.

8.11 The sale of any asset valued in excess of €50,000 must have the approval of members at an A.G.M. or E.G.M.

8.12 If at any time the amounts owing by Blarney United F.C. are greater than the bank balance after deducting uncashed cheques plus any authorised loans the treasurer is to report it to: The Club Chairman and Management committee.

## **9 MANAGEMENT COMMITTEE**

9.1 The management committee shall consist of the club's officers and those elected, in accordance with rule 7.

9.2 The management committee shall be responsible for conducting the affairs of the club and shall regulate the use of the club's premises and grounds.

9.3 The management committee shall have the power to adopt any bylaws necessary for the working of the club, and shall have the power to execute changes therein provided that none of such bylaws infringe in any way the rules herein contained.

9.4 The management committee shall have the power to expel or suspend from the club any member of the club whose actions are, in the opinion of the management committee injurious to the welfare and interest of the club. The aggrieved member shall have the right in the first place to appeal to the management committee against such penalties.

9.5 Expelled members shall have the right to appeal to a general meeting if not satisfied with appeal to the management committee.

9.6 The management committee shall meet once a week or as often as the affairs of the club require.

9.7 The quorum for the holding of a management committee meeting shall consist of four members.

9.8 Shall be responsible for the maintenance of the grounds and upkeep of premises.

9.9 The Management of club finances and fund raising events within club rules.

9.10 The Marketing and Public Relations

9.11 The future development of the club.

9.12 The Football Administration of the Club

9.13 The management committee can appoint the management of the senior team, junior team, Youths team, and schoolboys/girls teams to a person or persons.

9.14 The management committee can delegate if it wishes the management of the club grounds and or premises to a person or persons.

## **10. FOOTBALL ADMINISTRATION SECTION**

10.1 The Football Administration Section officers shall be elected in accordance with rule 7

10.2 A committee to be put in place in accordance with rule 7.2

10.3 The Football Administration Section to run the affairs of Blarney United F.C. senior, junior, youth, ladies, schoolboys/girls and underage to include but not limited to:

10.3.1 Recruitment, training, coaching, affiliation and registration of all players and teams.

10.3.2 Purchase and care of footballs, playing gear and any other equipment deemed necessary for all teams and underage players.

10.3.4 Organize the collection of membership fees, script from all playing members.

10.4 The Football Administration Section to be self-financing.

10.5 All costs relating to the Football Section to be financed by the Football Administration section. These include but not limited to.

- Insurance of all playing members, managers, officers and committee members.
- Transport.
- Referees.
- Laundry.
- Team gear and equipment including jerseys, footballs, first aid kits etc.
- Players functions and events.
- Trophies, Plaques and Medals.
- Contribution to upkeep of grounds and dressing rooms.

10.6 The Club treasurer to keep a detailed record and analysis of all moneys received and payments made on behalf of the Football Administration section of Blarney United F.C.

## **11 DIRECTORS**

11.1 (a) the Board of Directors shall meet at least once per quarter with the acting Club Chairman and/or any of the Club committee members requested to attend. The directors may call further meetings as they think necessary. Notice of any meeting shall be given at least 2 weeks prior to the scheduled date of the meeting.

(b) Club Chairman and or committee member(s) shall provide an update on all matters regarding the operations of the Club including but not limited to finance, loans, Astro replacement funding, sponsorship, membership and all material legal and financial matters relating to the Club.

(c) Meetings of the directors may be held by telephone or other online platform as the directors think appropriate and each such meeting shall be valid as if it were held in person.

11.2 Notwithstanding any fiduciary duty placed on any director under the Companies Act 2014, such director may if he thinks fit, or such directors may as they think fit, delegate their authority to the Club Chairman or any committee member.

## **12 DUTIES OF CHAIRMAN**

12.1 Chairmen must keep in close touch with all matters of his/her committee and sections of the club and thus know their opinions and feelings.

12.2 In co-operation with the secretary he/she calls meetings and draws up the agenda.

12.3 The chairman to preside at meetings and delegate responsibility to members.

12.4 The clubs chairman and section chairmen to ensure that the club rules are adhered to.

12.5 The chairman is to ensure that the decisions of rules of the club and such decisions are carried out by his/her committee is within the Club Constitution



12.6 That no chairman can serve for more than three consecutive years

### **DUTIES OF MEMBERSHIP OFFICER**

Ensure that rule 4.2 re membership is adhered to.

### **13 DUTIES OF SECRETARY**

13.1 Record attendance and proceedings of all meetings in writing.

13.2 Carry out the decisions of the meeting and write any letters made necessary by such decisions.

13.3 Keep a complete and up to date list of members and addresses.

13.4 Keep in contact with leagues and make sure meetings are attended.

13.5 To answer and deal with all correspondence.

13.6 Call committee meetings and in consultation with the chairman draw up the agenda for the meeting.

13.7 Pass over membership fees to the club treasurer.

13.8 Where it is practicable send out the agenda for committee meetings to the members prior to the meeting.

13.9 Club secretary to call general meetings of the members in accordance with rules 5 and 6.

13.10 Present a report on the activities of the past season to the members of the club at the annual general meeting.

13.11 Club secretary to record minutes of the annual general meeting and any extraordinary general meeting held.

13.12 Circulate minutes of committee meetings to committee members.

### **14 DUTIES OF TREASURER**

14.1 Ensure that rule 8 re club funds is adhered to.

14.2 Responsible for all money collected by his/her committee and for recording same.

14.3 Ensure that all money spent is spent in accordance with club rules and is properly recorded.

14.4 Invoices should be paid promptly ensuring the club gets a reputation for honesty and reliability.

14.5 A clear account must be kept of all sums received and of all money paid out.

14.6 Responsible that an annual income and expenditure account and balance sheet is presented to the members at the annual general meeting in accordance with club rules

## **15. DUTIES OF PUBLIC RELATIONS OFFICER**

15.1 To bring matches activities and ideas of the club to the notice of everyone in the community

15.2 Work closely with the other officers on programme planning and arrangements.

15.3 Should establish a good relationship with the local media. Invite the local media to club events and send regular reports on the club and club activities.

15.4 Seek every opportunity to recruit new members and publicise the work of the club among as many as possible.

## **16. DUTIES OF TEAM MANAGERS**

16.1 Team managers are responsible for their own team affairs

16.2 Ensure that his/her team and players obey the rules of the club.

16.3 Organise transport for all games and the appointed time for training and games.

16.4 Attend meetings once a month to give a report on the performance and happenings of his/her team.

16.5 Appoint an assistant coach, medical officer or any other person that is deemed necessary subject to the approval of the relevant committee.

16.6 Prepare an end of season report on his/her team for the season and submit to the relevant committee.

16.7 Ensure that all players, assistant managers and helpers training or playing with his/her team are current members of the club.

16.8 Collection of player's script for submission to the Club Membership Officer.

16.9 Collection of player's membership fees for submission to the club Membership Officer.

16.10 Managers of schoolboys, underage and ladies to ensure that the rule re the required number of relevant adult members as set out in rule 10.12 & 11.12 are present with the team at all times including training, traveling and matches.

16.11 Report on team games and team news to club website.

16.12 Report results to the relevant Leagues and club personnel and attend meetings once a month or when requested

16.13 Managers are responsible for all fines, appeals etc. incurred by them subject to appeal to the relevant committee

16.14 Managers are responsible for the cleanliness of home and away dressing rooms

16.15 Managers are responsible for ensuring that warm ups are not permitted on the grass pitch when games are scheduled for the all weather pitch

## **17. DUTIES OF PLAYERS**

17.1 All team matters are the responsibility of the manager and players must attend for games, training etc. as appointed.

17.2 All players who sign for Blarney United Football Club must abide by the rules of the club.

17.3 Players are to pay the weekly script which is decided by the Committee

17.4 Managers can only select players who are fully paid up members of the club.

17.5 F.A.I. rules regarding retention and registration of player's suspensions apply at all times.

17.6 Players must be in the dressing rooms at the appointed time for home games and at the appointed departure place at the appointed time for away games.

17.7 Players when playing, training or traveling to/from games are representing the club.

17.8 All persons when representing the club must always behave courteous and disciplined especially towards their team manager and assistants, officers of the club, fellow team members, referees, opposing team members, officers of the league, supporters, colleagues, fellow members and the general public.

17.9 Players must at all times respect club property and property of other clubs and leave it in the condition they got it.

17.10 Players must not cause any damage whatsoever to any third party property including transport vehicles traveling to and from games.

## **18. ADDITIONAL RULES**

18.1 Blarney United FC will remain a noncompetitive club from Academy to under 14 level. All children within these age groups will be treated fairly by all managers; no child will be left without game time. Rotation of players will be encouraged by the Football committee.

18.2 All players will play at their respective age from Academy to Under 14 unless an exceptional circumstance arises and approval of football committee is sought.

18.3 Blarney United Football Club - Filter Up rule  
General Background & Comments:

Henceforth at the start of the football season the football committee members will be tasked with approaching the under 17s, 18s, and 19 squads (once defined), with the view to asking all these players to register and make themselves available to both the senior and junior squads and managers.

This will be done by signing the junior and senior registration forms to make them eligible to play with both squads during the season. This is to facilitate a number of measures deemed to be in the interest of both the player and club in the immediate and long term as outlined below in section A. The new club rule is required to put a formal process in place on how to manage player availability and involvement within the club. It is the aim of the football committee to encourage manager and player co-operation in the broader interest of the club.

Signing the junior and senior forms will be solely at the individual player's discretion. Once eligible for the junior and senior squads, the respective U17, 18 and 19's managers must be consulted when implementing the rule.

Player welfare and safety must be taken into account. The demands of playing multiple games must not be excessive in any way

Section A:

The Filter Up rule is designed as:

- A controlled measure to maintain match day squad number integrity.
- A controlled measure to enable the smooth transition of players into both the senior and junior set-ups.
- A controlled measure to expose selected players to a higher intensity of training.
- A controlled measure to help selected players gain experience playing at junior and senior level.
- A controlled measure to encourage the ultimate goal of playing for and improving the Blarney United senior squad.

### **The rule in action:**

All players eligible by registration will be, under normal circumstances available to the senior squad and manager for selection via the new rule.

This facility/filter up rule will also be available to the managers at all age levels subject to player eligibility, and is to be used only under exceptional circumstances.

Manager and player co-operation will ensure the rule is effectively utilised by all squads and managers for the broader benefit of Blarney United Football Club as defined in Section A. Under no circumstances is any manager to approach a player from another squad directly or indirectly with a view to obtaining the player without first making contact with, and making request to, the relevant manager affected.

In the event of a dispute arising between squads and managers over the implementation or use of the new rule, the football committee as appointed by the Blarney United Club Committee will be charged with making a decision based on the following criteria.

The issue will be looked at dispassionately with the focus being on:

- The broader benefit to Blarney United Football Club.
- The benefit to the requesting team.
- The potential loss to the team against who the request is made.
- The welfare of the player(s) in question.

All these will be given equal consideration before the decision is made.

The football committee will vote on the matter. The decision is final.

In the event of deadlock the Football Committee Chairman will have the casting vote.

18.4 The senior manager of Blarney United FC has the choice of any player within the club

18.4a however, if the player is under 18 years of age he/she or the parent may decide not to play and this is to be respected by Senior Manager and Blarney United FC

18.5 All managers are to abide by rule 19.4 and any grievances are to be discussed by football committee.

18.6 Notwithstanding the above the welfare of player is paramount at all times